DD/8 71-148

29 APR 1977 Bldg+MAID

ANDUM PORI Letting Director of Logistics

SUBJECT

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- Recently several supposits were received to held retirement in the Residentwee Recommentally because the Lindenvous pagint in the Resid Committee of the Section of Charge Street and Committee of the Section of Section 1981 accommendate a largest promp of employing. Share your concern requireding the added displacing occasional by a party in the Remissiving Room in view of his Remission of a male post that of the first floor, and I believe that the Remissions Room stable he used for this purpose as an exception and only when the printy cannot be approximated in the Executive District Regard. We should evoid "advantables" that they's in the choice.
- Acceptable retirement parties of similar functions because up to 125 greats should be hold in the Directive Display Learn. Pushing species should be held in the Rendersons Rock. (35/LSD double schools as appropriate. Discuss the passes shall be involved.) staff is involved. deally well proving them has backed up a giften all
- 3. Such feditions in whiter local for may not hegin before 1730 hears and should be terminated by 1950 hours. Non-employee greate should generally be limited to the spouse and grown children of the employee biting honored.

(signed) John W. Coffey

John W. Cotter Deputy Director for happort

EO-DD/S:CND/ms (21 Apr 71) Revised: DD/S: IWC/ms (28 Apr 71) Distribution:

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1 - DD/S Chrono

1 - DD/S Subject

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Mr. Coffey:

. Ref paragraph 2 how do they know in advance how many people will be coming?

Miriam 4/22

DD/S 71-1489

MEMORANDUM FOR: Director of Logistics

SUBJECT

: Retirement Parties

1. Recently several requests were received to hold retirement parties in the Rendezvous Room, principally because the Rendezvous Room is larger than the Executive Dining Room and would therefore accommodate a larger group of employees. I share your concern regarding the added exposure occasioned by a party in the Rendezvous Room in view of its location off a main corridor of the first floor, and I believe that the Rendezvous Room should be used for this purpose as an exception and only when the party cannot be accommodated in the Executive Dining Room.

- 2. Accordingly, retirement parties or similar functions involving up to 125 guests should be held in the Executive Dining Room. Functions involving more than 125 guests should be held in the Rendezvous Room. OL/LSD will schedule as appropriate. Since the same staff is involved, only one party can be held on a given evening.
- 3. Such functions in either location may not begin before 1730 hours and should be terminated by 1930 hours. Non-employee guests should generally be limited to the spouse and grown children of the employee being honored.

John W. Coffey Deputy Director for Support

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